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MONTANA
DEPARTMENT OF ADMINISTRATION
CAPITOL COMPLEX
ADA TRANSITION PLAN

GDS JULY 26, 1992

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PREFACE

Montanans pride themselves in an independent spirit and a self-reliant attitude. This outlook is not limited to those citizens who are able-bodied, but is pervasive throughout our population. Barriers to accessing public programs limit the rights of the persons with disabilities, and infringe upon that freedom of spirit.

Section 504 of the federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, PL 101-336, guarantee Montanans, and other visitors, the right to equal access to all government services and programs.

This transition plan is the first step by the Department of Administration to increasing accessibility and identifying barriers to program access on the Capitol Complex. It is not fiscally or logistically feasible to make all existing facilities completely accessible. However, there are important and necessary steps which can be taken to provide program access.

The Department of Administration has sought the counsel of persons with disabilities in the development of this transition plan. As implementation progresses, we will continue to seek their input, as well as input from the agencies which reside in these facilities, and other members of the public we serve. This is a living document which is presented as a tool to all agencies as they appraise the accessibility of their programs. I welcome your ideas, support and efforts. This transition plan is only the beginning of our effort to provide equal access to state government for all Montanans and their visitors.

Bob Marks, Director
Montana Department of Administration

July 26, 1992

I. INTRODUCTION

The Montana Department of Administration recognizes and affirms that all Montanans and visitors to the state have a right to access all government services and programs. Montanans with disabilities have the right to equal access guaranteed by Section 504 of the federal Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, PL 101-336. Although total accessibility is often impossible to achieve in existing facilities, it is the Department's intention to make as many state facilities on the Capitol Complex as usable as possible to the greatest number of people.

People with disabilities have a need to access government services and programs just as all other citizens do. Their need is frequently greater due to participation in programs dealing with enhancing their health and their life choices. Disabled persons served by the facilities in this transition plan are all those citizens with physical or mental impairments that substantially limit one or more major life activities, such as hearing, seeing, speaking, walking, or working.

Those who will benefit from accessible facilities and programs include a much larger group than those with permanent disabilities. The elderly, people who are temporarily disabled due to illness or injury, parents with young children, some pregnant women, and even people who are not disabled will enjoy using more accessible facilities.

This transition plan has been developed in compliance with the requirements of the Americans With Disabilities Act to identify barriers to accessing government services and programs. It is the first step in an effort to plan for and achieve necessary facility modifications. This effort has three basic components:

1. Transition plan for increasing accessibility and identifying barriers which cannot be removed;
2. Implementation of steps to achieve program accessibility;
3. Program self-evaluation.

This plan symbolizes the Department's commitment to providing access to employment, services, and programs to all Montanans, and visitors to our state.

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II. METHODS

The General Services Division of the Department of Administration contracted with the Montana Independent Living Project, (MILP), for building accessibility surveys in seventeen of the office buildings on the Capitol Complex. MILP surveyors included persons with varying degrees of mobility and/or hearing impairments. The surveyors worked closely with division personnel to evaluate facility accessibility.

The following persons participated in the building surveys:

General Services Division

Debra Fulton Kehr, Administrator
K. Don Taylor, Architect
Doug Olson, Maintenance Supervisor
Grant Hiesterman, Facility Manager

Montana Independent Living Project

Sandy Armstead	Mobility Impaired
Kathy Collins	Mobility Impaired
Sylvia Stevens	Mobility Impaired
Dorinda Orrell	Mobility Impaired
Harold Chambers	Mobility and Hearing Impaired
Mike Stephen	Mobility Impaired
Jeanne Schutt	ADA Survey Coordinator
Melinda Pullen	MILP Staff
Karen Beddow	MILP Staff
Raelen Williard	MILP Staff, Hearing Impaired

Sixteen surveys were completed for each building using the Uniform Federal Accessibility Standards (UFAS) Accessibility Checklists from the United States Architectural and Transportation Barriers Compliance Board. The surveys evaluated the following building elements:

Parking	Passenger Loading Zones
Pathways	Drinking Fountains
Ramps	Telephones
Stairs	Lifts
Entrances	Doors
Lobbies and Corridors	Elevators
Rooms and Spaces	Assembly Rooms
Toilet Rooms	Bathtubs and Showers
Restaurants	Cafeterias

Survey results were summarized by MILP and returned to the General Services Division for analysis and prioritization. Buildings surveyed include:

Board of Visitors - 1412 1/2 Eighth Avenue
Capitol Building
Cogswell Building - 1401 Lockey
Department of Commerce - 1424 Ninth Avenue
Department of Corrections - 1539 Eleventh Avenue
Human Rights Bureau - 1236 Sixth Avenue
Department of Labor and Industry - 1327 Lockey
Livestock Building - 1310 Lockey
Montana Advocacy Program - 1410 Eighth Avenue
Mitchell Building - 205 N. Roberts
State Motor Pool - 1410 Ninth Avenue
Office of Public Instruction - 1300 Eleventh Avenue
Records Management - 1320 Bozeman
Scott Hart Building - 303 N. Roberts
SRS - 111 N. Sanders
Teacher's Retirement Building - 1500 Sixth Avenue
Veteran's Memorial Building

These facilities represent the majority of older office space on the Capitol Complex. Other buildings were assessed by the staff at General Services with the Checklist for Existing Facilities from Barrier Free Environments, in conjunction with the Adaptive Environments Center.

Some buildings constructed after the federal Rehabilitation Act of 1973, as amended, was adopted, were built to reflect the act. Some barriers do still exist in these facilities, according to current standards, but are generally minor in comparison to older buildings. Other facilities are moderately accessible, or are being modified to achieve accessibility. Still others of this group of buildings are inaccessible.

DNRC Building - 1520 E. Sixth Avenue
FWP Administration Building - 1420 E. Sixth Avenue
Justice Building - 215 N. Sanders
Capitol Annex - 118 N. Roberts
Diane Building - 1218 E. Sixth Avenue
Old Board of Health Building - 1301 E. Lockey
Boiler Plant - 120 N. Roberts
326 Washington Street
1225 Eighth Avenue
1219 Eighth Avenue
1215 Eighth Avenue
1209 Eighth Avenue
1205 Eighth Avenue
1400 Eighth Avenue
1404 Eighth Avenue
Old Governor's Mansion - 304 N. Ewing
Old Liquor Warehouse - 920 Front Street

Survey summaries and complete checklists can be obtained by contacting:

General Services Division
Department of Administration
Capitol Annex
Capitol Station
Helena, MT 59620
406-444-3060

III. MODIFICATIONS

Survey data was compiled and categorized according to the following criteria:

A Accessible feature;
1. Barriers which obstruct an accessible path;
2. Barriers which can be eliminated with limited renovation;
3. Barriers which do not strictly meet the requirements of the act, but whose presence does not significantly affect the accessibility of a facility;
4. Minor deviations from the standards of the Act, removal of which would not be feasible and which would not significantly improve access;
5. Inaccessible sites where major renovation/construction or relocation is needed to achieve accessibility; and

N Not applicable.

These categories also serve as a prioritization for barrier removal.

Category 1 barriers will receive first priority for resource allocation. Whenever possible, each facility designated as accessible shall have adequate parking, a safe pathway to the building, an accessible entrance, access to areas of assembly, modified bathroom facilities, and adequate signage.

At the same time, Category 2 barriers will be targeted for removal by maintenance personnel as a function of their routine job duties.

Category 3 barriers will be removed as resources become available. Agencies are encouraged to inform General Services if a barrier in this category results in accessibility problems for their program, or if a complaint is registered regarding one of these barriers.

Category 4 barriers are not scheduled for removal at this time.

Category 5 barriers fall into 2 groups: 1), Capital improvements which will significantly improve facility accessibility, and 2), barriers in buildings which will not be made accessible.

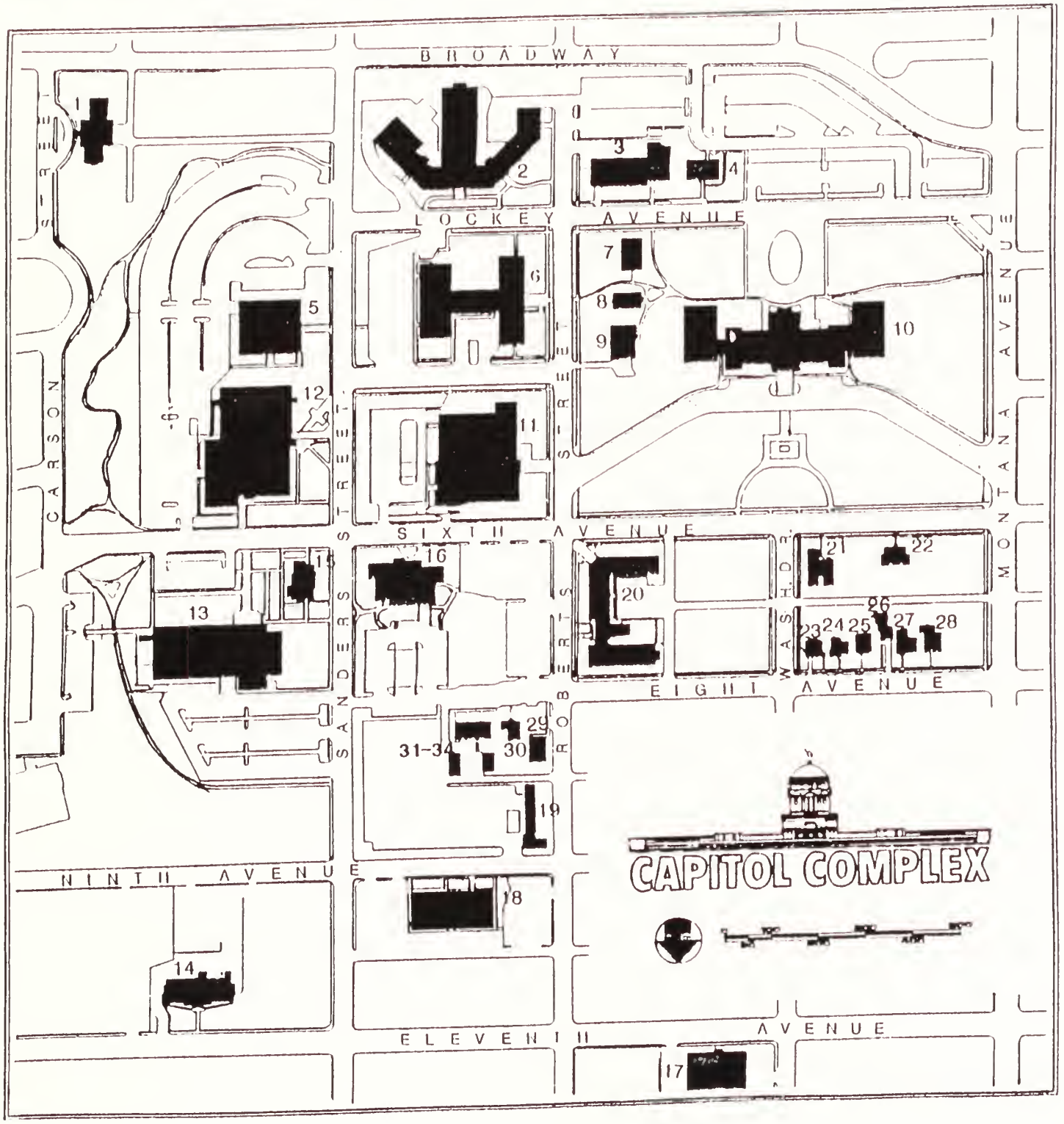
The first set of these obstacles will be prioritized and requested in the Department's Long Range Building Proposal and in the General Services Division's budget requests. The presence of these barriers does not necessarily render an entire facility inaccessible. The second set of barriers occur in buildings which cannot or will not be made accessible, and programs located in these facilities will find it necessary to provide alternate means of access.

A complete listing of all Capitol Complex facilities and the categorization of survey results is contained in Table 1.

TABLE 1
HANDICAP ACCESSIBILITY

BUILDING	PARKING	PATHWAYS	FOUNTAINS	RAMPS	STAIRS	ENTRANCE:	DOORS	LOBBIES	ELEVATORS	ROOMS	ASSEMBLY	SPECIAL	BATHROOMS
1. EXECUTIVE RESIDENCE	1	1	N	1	N	1	N	N	N	N	N		1
2. COGSWELL	1	1,4	1	1,4,5	3	1	3	1	3	3	A		1,4
3. LABOR & INDUSTRY	1	1	1	1,4	3	1	1,2,4,5	1,4	3	3	1	1,4 CAFETERIA	1,2,4
4. OLD BD. OF HEALTH	1	4	3	N	3	5	3,5	5	N	3,5	N		5
5. S.R.S.	1	1	1	2	3	1	1	1	3	1	1,5	3	1,2,5
6. MITCHELL	A	1,2,5	3	5	3	1,3	1,3,5	1	3	3	A	2	1,2,4
7. LIVESTOCK BLDG.	N	1	5	4	3	1,4	1	1	N	A	A	N	2,4,5
8. CAPITOL ANNEX	N	1	3	1	N	4	3	4	N	4	N		5
9. BOILER PLANT	N	N	N	N	N	N	N	N	N	N	N		N
10. CAPITOL	1	1	1+PHONES	1,4	3,5	A,4	1,4	1,4	1,5	3	1	RM 325 GALLARIES CAFETERIA POST OFF.	1,4
11.MUSEUM	1	1	1	N	3	A	1,2	3	3	3	A	2	1,2
12. JUSTICE BUILDING	1	A	1	4	3	A	A	A	3	A	A		1
13. DNRC (METCALF)	1	A	A	A	3	A,1	A,3	A	A	1	A		1
14. INSTITUTIONS	1	1,4	1	N	3	1,3	1,3	1	3	3	N	5	1,2,5
15. TEACHER'S	1	1	1	1	3	1	1,2		N	1	N		1,2
16. FISH, WILDLIFE & PARKS													
17.1300 11TH AVE	4	4	1	N	3	1	1	1	3	3	A	A	1,2,5
18. COMMERCE	1	1,4	1	N	4	A	3	1	5	3	A		1,4
19. MOTOR POOL	1	1	N	N	3	5	5	5	N	5	N		5
20. SCOTT HART	1	1	1	2	3	2	1,5	1,5	3,5	2	1,2		1,2,4
21. HUMAN RIGHTS	1	1	N	N	3	1	1,5	1	N	3	A		5
22. DIANE	1,4	1	N	5	3	1	1,3	N	N	A,3	1		1
23. 326 WASHINGTON	5	4	N	N	5	5	5	N	N	N	N		5
24. 1225 8TH AVENUE	5	4	N	N	5	5	5	N	N	5	N		5
25. 1219 8TH AVENUE	4	4	N	4	5	4	4	N	N	4	N		4
26. 1215 8TH AVENUE	5	A	N	4	5	5	5	5	N	4	N		5
27. 1209 8TH AVENUE	5	5	N	N	5	5	5	5	N	5	N		5
28. 1205 8TH AVENUE	5	5	N	N	5	5	5	N	N	5	N		5
29. 1400 8TH AVENUE	5	5	5	N	5	5	A	5	N	5	N		5
30. 1404 8TH AVENUE	5	5	5	N	5	5	5	5	N	5	N		5
31-32. 1410 8TH AVENUE	A	5	N	N	3	3	1,3	N	N	3			1,4
33-34. BD. OF VISITORS	1	1,4	N	N	N	1,4	1,4	N	N	3	N		5
35. OLD LIQUOR WHSEHSE.	5	5	A	N	3	5	3	5	5	3	5		5
36. RECORDS MGMT	1	1	1	A,4	N	1	3	1	N	N	N		1,2
37. OLD GOV. MANSION	5	5	N	N	5	5	5	5	N	5	N	BRD. ROOM	5

LEGEND:
A – ACCESSIBLE FEATURE
1 – BARRIERS ON ACCESSIBLE PATH
2–PARTIALLY ACCESSIBLE – LIMITED RENOVATIONS NEEDED
3–INDIVIDUAL PROBLEM – TO BE PRIORITIZED
4–GENERALLY ACCESSIBLE – CHANGES NOT FEASIBLE
5–INACCESSIBLE – MAJOR RENOVATION/RECONSTRUCTION OR RELOCATION NEEDED
N – NOT APPLICABLE



LEGEND

MONTANA STATE CAPITOL COMPLEX

1. Executive Residence
2. Cogswell Building
3. E.S.D. Building
4. Old Board of Health Building
5. S.R.S. Building
6. Mitchell Building
7. Old Livestock Building
8. Annex (GSD)
9. Boiler Plant (Shop)
10. State Capitol
11. Museum
12. Justice Building & Montana State Library
13. D.N.R.C. Building
14. Institutions Building
15. Teacher's Retirement Building
16. F,W&P Building
17. Office Building O.P.I.
18. Commerce Building
19. State Motor Pool
20. Scott Hart Building
21. Office Building Human Rights
22. Office Building Bldg Codes
23. 326 Washington St. (Johnson)
24. 1225 8th Avenue
25. 1219 8th Avenue /1219 1/2
26. 1215 8th Avenue
27. 1209 8th Avenue (STAB)
28. 1205 8th Avenue (Pol. Pract.)
29. 1400 8th, F,W&P
30. 1404 8th, F,W&P
31. 1410 8th, MT. Adv. Prog.
32. 1410-1/2 8th, Adv. Prog.
33. 1412 8th, MT. Adv. Prog.
34. 1412-1/2 8th, Bd. of Visitors
35. 920 Front St. Old Liquor Warehouse
36. 1320 Bozeman Record Management
37. 304 N. Ewing Old Governor

V. IMPLEMENTATION

This transition plan recognizes that it is not fiscally or logistically feasible to remove all barriers from existing facilities. It identifies the barriers, details those which will be removed, and sets a time frame for action.

Category 1 Barriers - Barriers which obstruct an accessible path.

Each accessible building will have an accessible path from parking to at least one site in the building. The path will be appropriately signed, and will include access to bathroom facilities. Every effort will be made to conform to the strict standards of the act. Where it is not feasible to strictly comply with the exact measurements of a rule, the action taken will provide equivalent or greater access than strict compliance would.

Implementation Deadlines:

Identification of accessible pathways - October, 1992
Barrier removal - September, 1993

Category 2 Barriers - Barriers which can be eliminated with limited renovation.

Elimination of these barriers will be accomplished by the maintenance staff of the General Services Division as a part of their daily workload. Work orders will be generated and tracked through the automated work order system at the General Services Division.

Implementation Deadline: July, 1993

Category 3 Barriers - Barriers whose presence does not significantly affect the accessibility of a facility.

These barriers will be prioritized and eliminated as resources become available or as facility alterations are accomplished. In general, the order of removal shall be as follows:

1. Elevators
2. Entrances
3. Doorways
4. Rooms
5. Stairs

Agencies are encouraged to submit requests for removal of any Category 3 barriers when they are discovered to limit program access or cause employment difficulties. Agencies may be required to provide financial resources for removal of these barriers.

Implementation Deadlines:

Elevators - July, 1995
Others - Ongoing

Category 4 Barriers - Not scheduled for removal.

Category 5 Barriers - Major renovation/reconstruction or relocation

Specific Category 5 barriers have been scheduled for removal:

Capitol Building	Install 2 handicap lifts and improve curb access by January, 1993;
Executive Residence	Install a handicap ramp to the front entry by January, 1993;
Diane Building	Retrofit conference room, hallways and bathrooms for handicap accessibility. Install handicap ramp to the front entry by September, 1992.

Budgetary requests have been made for the following projects:

Scott Hart	Retrofit elevator to provide consistent access by July, 1995;
Commerce	Install elevator by July, 1995;
Cogswell	Install handicap ramp to Broadway entrance by July, 1995;
Mitchell Building	Provide completely accessible entrance from the East parking lot by July, 1995.

No other Category 5 barriers are scheduled for removal at this time. Agencies located in buildings with Category 5 deficiencies may submit requests for further consideration, or must take alternate steps to make their programs accessible.

Questions regarding this Transition Plan implementation schedule can be directed to:

Debra Fulton Kehr, Administrator
General Services Division
Department of Administration
Capitol Annex
Capitol Station
Helena, Mt 59620
406-444-3060

V. PROGRAM SELF-EVALUATION

All government agencies are responsible for developing program self-evaluations to ensure that their services are available to citizens, as required by the Americans With Disabilities Act. This transition plan exists to give guidance to agencies located on the Capitol Complex as to which facilities can be considered accessible, and which will not meet the requirements of the Act.

The following facilities are to be maintained as Generally Accessible:

Capitol Building
Department of Labor and Industry
Cogswell Building
Department of Corrections and Human Services
Mitchell Building
Office of Public Instruction
Scott Hart Building
SRS Building
Teachers' Retirement Building
DNRC Building
FWP Administration Building
Justice Building
Diane Building
Veteran's Memorial Building

These sites are considered Moderately Accessible:

Department of Commerce
Board of Visitors
Livestock Building
Capitol Annex
Montana Advocacy Program
Records Management
Executive Residence
1219 Eighth Avenue

The following sites are considered Inaccessible. Barriers at these sites are so onerous as to prohibit attempts to provide program accessibility. Agencies located in these buildings will be required to provide alternate access to their programs.

State Motor Pool
Old Board of Health
Old Liquor Warehouse
Old Governor's Mansion
Boiler Plant
326 Washington
1225 Eighth Avenue
1215 Eighth Avenue

1209 Eighth Avenue
1205 Eighth Avenue
1400 Eighth Avenue
1404 Eighth Avenue

VI. RESPONSIBILITIES

The General Services Division will implement barrier removal as detailed in Section IV of this transition plan. Additionally, they will provide necessary signage for handicap parking, accessible entries, exits, bathrooms, and permanent room numbers.

Individual departments are responsible for program accessibility. In addition, they are financially responsible for agency specific signage, including building identification. The Department of Administration will develop a term contract to simplify the purchase of the necessary signage. In multi-tenant buildings, General Services will coordinate these needs.

Departments are encouraged to notify General Services when this transition plan does not meet their needs. This document is intended as a dynamic tool for achieving access for the greatest number of persons possible and the division is prepared to revise its priorities as the need arises.

VII. CONCLUSION

The Department of Administration has, through its participation in implementing the Americans With Disabilities Act, come to a new awareness of the barriers that people with disabilities encounter every day. The elimination of architectural and attitudinal barriers within the Department will open new doors for all Montanans and visitors to our state. The Department is committed to providing equal access to government programs, now and in the future.

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